

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	2/1/2007	Stacey Caesar
2	Supervise SPF staff/staff evaluation (note dates and any notes)	Weekly	100%	9/30/2007	Ed Wigg
3	Name, title, and phone number of the staff's supervisor				Ed Wigg, Director 307-733-3908
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		100%	Mar-07	
5	Staff training and paid travel	30-Sep-07	100%	9/30/2007	All Training Completed
	(list all training paid under the contract, dates, traveler name, amount)				Stacey Caesar - All Regional Trainings, SAPST (Lander, WY March '07), CADCA (Tucson, AZ July '07) and OJDP (Orlando, FL August '07)
6	Notify the Division of any board of directors/staffing changes	Yes	100%	9/30/2007	
7	Other Contract Work Agreements (report details)	Yes	100%	9/30/2007	
8	Complete agreement with SPF-TAC	Yes	100%	Aug-07	
9	Other				
B Needs Assessment Activities					
1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	3/6/2007	Casper, WY
2	Needs Assessment Instrument Received	Feb or March 2007	100%	Mar-07	
3	Data Collection		100%	Apr-07	
4	Data Analysis		100%	May-07	
5	Priorities Identified		100%	May-07	
6	Needs Assessment Sent to SAD	1-Jun-07	100%	Jun-07	
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	Jun-07	
	Revise Needs Assess/Submit Final				
8	Other				
Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities	9/30/2007	100%	9/30/2007	CAB has met on a regular basis in order to complete Needs Assessment and Strategic Plan.
2	Community Advisory Council Meetings List dates & number of people who attended See below for membership report	9/30/2007	100%	9/30/2007	Members listed below
3	Budget and Funding Approved by CAC (attach minutes)	9/30/2007	100%	8/8/2007	
4	Community Resource Assessment note date and attach report	9/30/2007	100%	Sep-07	Included in Strategic Plan
5	Present Findings/Process to Community	9/30/2007	100%	9/13/2007	Presented to Communities Mobilizing Coalition

6	(Optional) local SAPST and/or CADCA Training for SAC/Community	9/30/2007	100%	March 2007 & July 2007	Listed Above
7	Briefly describe how the community was involved in the SPF process during this reporting period	9/30/2007	100%	9/30/2007	Community was involved through participation by both the CAB and Communities Mobilizing - meetings are advertised in the newspaper and on the internet. Newspaper ad was also placed in September 2007.
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07	100%	27-Jun-07	Lander, WY June 26 & 27, 2007
	Receive Strategic Planning Materials from SAD	Jul-07	100%	27-Jun-07	
	Research Evidence Based Strategies	9/30/2007	100%	Aug-07	
	Match Strategies to Data/Needs	9/30/2007	100%	Aug-07	
	Write Strategic Plan	9/30/2007	100%	Aug-07	
	Submit Strategic Plan to SAD		100%	Sep-07	
	Receive SAD Comments/Revise/Final Plan	31-Aug-07	100%	Sep-07	
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	5/15/2007	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	5/15/2007	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07	100%	Aug-07	
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	100%	Jul-07	
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	100%	9-Oct-07	
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07	100%	10-Oct-07	
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	Mar-07	
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews	9/30/2007	100%	9-May-07	
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)	9/30/2007	100%	March 2007 & September 2007	Copies Attached

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant	9/30/2007	100%	9/30/2007	Supervision and participation in both the CAB and Coalition.
2	Restricted activities (report any approval requested and received for these)				
	fairs/brochures/educational materials	9/30/2007	100%	5/5/2007	Teton County Health Fair
	media				
3	Please note any significant changes from the budget submitted in the application.				No Significant Changes
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				The results of our Needs Assessment were unique and the process that our coalition has made towards the reduction of alcohol at community events has been significant and noted in our weekly paper.
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				Summer months - lots of our CAB and Coalition on vacation.
6	Please briefly list any significant changes or information related to this grant				No Significant Changes

